Auburn University Job Description

Job Title: Coord, Policy & Legal Support
Job Code: EA77
FLSA status: Exempt

Job Summary
Provides high level administrative and technical support to the Office of the General Counsel with an emphasis on complex responsibilities.

Essential Functions

1. Coordinates and oversees the university-wide policy database and website by coordinating the policy adoption, revision, and withdrawal processes.
2. Assists others in the department with document preparation and correspondence.
3. Coordinates and oversees the Office of the General Counsel website to include updating information on a regular basis.
4. Responds to questions and requests concerning the University Policy submission and revision process.
5. Facilitates and ensures the collaborative review of University Policies.
6. Assists in the analysis of University Policy management issues, initiates format edits, and/or procedural suggestions of submitted policy documents.
7. Serves as the point-person to approved and archived policies of the Board of Trustees, coordinating with the Executive Assistant to the Secretary to the Board of Trustees in the management of policy documents on-line and in print.
8. Performs benchmarking or other policy-related research projects initiated by the Office of the General Counsel.
9. Assists in other policy-related work within the Office of the General Counsel at the request of the position supervisor.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
## Auburn University Job Description

### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelor's degree in discipline appropriate to position plus 2 years experience.</td>
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<td>II</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
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Minimum Required Education and Experience

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<tr>
<th>Focus of Education</th>
<th>Focus of Experience</th>
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<tr>
<td>English, Communications, Business or related</td>
<td>Experience in legal office practices, database management. Desired qualifications include experience in a university setting.</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of legal terminology and higher education policies and procedures.

Certification or Licensure Requirements:
None Required.

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/12/2015